

West Virginia I/DD Waiver Quality Improvement Advisory Council Meeting Minutes		October 14, 2020 11:00am Zoom Meeting
Voting Members Present:		
<input checked="" type="checkbox"/> CHAIR Richard Covert Program M/F <i>Term exp: 12/31/21</i>	<input checked="" type="checkbox"/> Renee Chapman Program M/F <i>Term exp: 9/30/22</i>	
<input type="checkbox"/> Karen Kalar Program M/F <i>Term exp: 12/31/21</i>	<input type="checkbox"/> Zane Hutchison Program M/F <i>Term exp: 4/30/21</i>	
<input type="checkbox"/> Dorothy Frazier Program M/F <i>Term exp: 9/30/20</i>	<input checked="" type="checkbox"/> Ashley Skeens Provider <i>Term exp: 9/30/22</i>	
<input checked="" type="checkbox"/> Christine Dickson Provider <i>Term exp: 9/30/20</i>	<input checked="" type="checkbox"/> VICE CHAIR Jason Jones Provider <i>Term exp: 9/30/20</i>	
<input checked="" type="checkbox"/> Mary Lea Wilson Stakeholder <i>Term exp: 9/30/22</i>	<input type="checkbox"/> Stephanie Caldwell Stakeholder <i>Term exp: 9/30/22</i>	
<input checked="" type="checkbox"/> Laura White Stakeholder <i>Term exp: 12/31/21</i>		
Ancillary Members Present:		
<input type="checkbox"/> Jon Sassi <i>Term exp: 9/30/20</i>	<input type="checkbox"/> Hollea Pugh <i>Term exp: 9/30/20</i>	<input checked="" type="checkbox"/> Amber Hinkle <i>Term exp: 9/30/20</i>
Other Representatives Present:		
<input checked="" type="checkbox"/> Michele Mount WVU CED SFCP Prg. Mgr.	<input type="checkbox"/> Susan Given DRWV	<input checked="" type="checkbox"/> Taniua Hardy DRWV
<input type="checkbox"/> Steve Wiseman DD Council	<input checked="" type="checkbox"/> Linda Higgs DD Council	<input checked="" type="checkbox"/> Lisa Purkey PPL
<input checked="" type="checkbox"/> Lisa Bishop PPL	<input type="checkbox"/> Randy Hill BMS	<input checked="" type="checkbox"/> Nora Dillard BMS
<input checked="" type="checkbox"/> Stacy Broce BMS	<input type="checkbox"/> Rose Lowther Berman BMS	<input checked="" type="checkbox"/> Steve Brady BBH
<input type="checkbox"/> Laura Barno BCF	<input type="checkbox"/> Susan File OHFLAC	<input checked="" type="checkbox"/> Carissa Davis Olmstead Coordinator
<input type="checkbox"/> Emily Proctor KEPRO	<input checked="" type="checkbox"/> April Goebel KEPRO	<input checked="" type="checkbox"/> Kara Young KEPRO
<input checked="" type="checkbox"/> Sonya Singleton PPL		
Public Present:		
Marilyn Nichols		

MINUTES

Agenda Item	Welcome	Presenter	Richard Covert Chair
Discussion and Conclusions:			
<ul style="list-style-type: none"> • Call to order, Richard Covert • Review of July Meeting Minutes <ul style="list-style-type: none"> ○ Jason Jones moved to approve, Mary Lea Wilson seconded ○ Minutes Approved 			
Action Items		Person Responsible	
None			

Agenda Item	Membership Status Update	Presenter	Renee Chapman Subcommittee Lead
Discussion and Conclusions:			
<p><u>Summary of Term Expirations (note—information compiled after the meeting):</u></p> <ul style="list-style-type: none"> • The individuals below have agreed to extend their terms; however, by how long was not discussed. Further discussion will be required at the January meeting to determine by how long these members are willing to extend terms and by how long the Council would like for this to occur. <ul style="list-style-type: none"> ○ Dorothy Frazier, M/F representative: expires 9/30/20 ○ Christine Dickson, Provider representative: expires 9/30/20 ○ Jason Jones, Provider representative: expires 9/30/20 ○ Jon Sassi, Ancillary representative: expires 9/30/20 ○ Amber Hinkle, Ancillary representative: expires 9/30/20 ○ Hollea Pugh, Ancillary representative: expires 9/30/20 <p><u>Members Who Have Never Attended (note—information compiled after the meeting):</u></p> <ul style="list-style-type: none"> • At the January meeting, whether or not to terminate membership, due to non-attendance, will require further discussion: <ul style="list-style-type: none"> ○ Karen Kalar, M/F representative: original term 1/1/19-12/31/21 ○ Stephanie Caldwell, General Stakeholder representative: original term 10/1/19-12/31/21 <p><u>Summary of Open Positions (note—information compiled after the meeting):</u></p> <ul style="list-style-type: none"> • Including the positions identified above, and the two existing provider representative positions, there are a total of ten open positions <p><u>Applicants:</u></p> <ul style="list-style-type: none"> • Applications have been received as follows: <ul style="list-style-type: none"> ○ One Member/Family Representative 			

- Two General Stakeholder (note that one of those is a parent of a person with IDDW who may also be willing to serve as a Member/Family Representative if needed)
- Two Providers
- **Though the Council agreed at the October meeting to conduct elections for the open positions via email, due to the information discovered after the meeting, further discussion is required. This discussion will occur at the January meeting and voting will take place at that time.**

Action Items	Person Responsible	Deadline
Further discussion to occur at January 2021 meeting		

Agenda Item	General Program Updates	Presenter	Nora Dillard BMS
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Discussion and Conclusions:

- Presentation of Mortality Report:
 - Seventeen deaths occurred since the last meeting:
 - Age 68, natural death at home
 - Age 19, natural death at home
 - Age 9, natural death in hospital
 - Age 50, natural death in hospital
 - Age 57, natural death in hospital
 - Age 52, natural death in hospital
 - Age 79, additional information not available
 - Age 4, natural death at home
 - Age 37, natural death in hospital
 - Age 66, natural death in hospital
 - Age 73, natural death in hospital
 - Age 12, natural death at home
 - Age 27, natural death in hospital
 - Age 78, additional information not available
 - Age 15, additional information not available
 - Age 31, additional information not available
 - Age 71, natural death in hospital
- Five members have been diagnosed with CoVID-19
- The amendment to the IDDW Application is out for public comment
 - The public comment period ends 10/15/20
- Because of decreased attendance at Facility-Based Day Programs, BMS has elected to temporarily increase reimbursement rates for all day services
 - The rate increase takes effect 10/1/20 but has not yet been implemented—it will be retroactive

<ul style="list-style-type: none"> The EVV vendor has not been awarded but will be soon—EVV implementation is required 1/1/21 BMS is in the final stages of developing the CFCM curriculum for Case Manager training 		
Action Items	Person Responsible	Deadline
None		

Agenda Item	Discuss/Finalize 2021 Meeting Dates	Presenter	Kara Young KEPRO
Discussion and Conclusions:			
<ul style="list-style-type: none"> Dates for next year's meetings are: <ul style="list-style-type: none"> 1/13/21 4/14/21 7/14/21 10/13/21 Location will be at the Bureau of Senior Services office but a virtual option will be available in the event of continued CDC recommendations to limit gatherings and to practice social distancing due to CoVID-19 Ms. Young will schedule with BoSS 			
Action Items	Person Responsible	Deadline	
Schedule conference room at BoSS for next year's meetings	Kara Young	Before next meeting	

Agenda Item	CoVID-19 Response Updates	Presenter	Josh Ruppert KEPRO
Discussion and Conclusions:			
<ul style="list-style-type: none"> Facility-Based Day Habilitation programs re-opened on 8/3/20 <ul style="list-style-type: none"> Approximately half of the facilities have chosen to open Agencies are following the re-opening plan that includes instructions for limiting attendance to ensure social distancing, staggered drop-off/pick-up times, and other measures Retainer payments end 10/31/20 BMS continues to be flexible and has put concessions in to place such as allowing additional Person-Centered Support (Home-Based) and Respite Conducting services virtually/remotely continues to be encouraged, including home visits, IPPs, and member annual functional assessments Amber Hinkle reported that OHFLAC had sent a questionnaire to providers that she will forward to Josh 			
Action Items	Person Responsible	Deadline	

Forward OHFLAC provider questionnaire	Amber Hinkle	Immediately
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Agenda Item	Provider Reviews and Incident Management	Presenter	April Goebel KEPRO
Discussion and Conclusions:			
<u>Incident Management:</u> <ul style="list-style-type: none"> Compliance numbers for the quarter July and August 2020 were presented. The state continues to struggle overall with compliance due to system issues and the requirement that all components be present 			
<u>Provider Reviews:</u> <ul style="list-style-type: none"> KEPRO continues to conduct most provider reviews remotely, however some providers have elected to have on-site reviews Common issues include crisis plans and other documentation that is not member-specific Providers continue to do well with ensuring staff are trained and meet all certification requirements 			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Updated Provider Reference Guide	Presenter	April Goebel KEPRO
Discussion and Conclusions:			
<ul style="list-style-type: none"> April Goebel presented the 2nd draft of the revised Provider Reference Guide Overall feedback was positive Jason Jones offered to assist with formatting when the draft document is finished 			
Action Items	Person Responsible	Deadline	
Complete draft Guide	April Goebel	Next Meeting	
Forward to Jason Jones for formatting assistance	April Goebel	Upon completion	

Agenda Item	Public Comment	Presenter	Public
Discussion and Conclusions:			
<ul style="list-style-type: none"> Marilyn Nichols praised the group for doing a good job 			
Action Items	Person Responsible	Deadline	
None			

Agenda Item	Adjournment	Presenter	Richard Covert Chair
Discussion and Conclusions:			

- The meeting was adjourned
- The next meeting will be conducted Wednesday, January 13, 2021 either at the Bureau of Senior Services office unless remote meetings continue to be necessary

Meeting Minutes Submitted by: April Goebel, November 9, 2020